Recording Grades on a Shared Excel Spreadsheet

Self-assessment Checklist

Check each box after completing the objective to ensure steps in the procedure are followed in the correct sequence.

Locating and Opening the Spreadsheet

* Double-click the “Computer” icon on the desktop. (1.1)
* Double-click the “T:” drive. (1.2)
* Scroll down through the folders and double-click the “Teacher Forms Schedules” folder. (1.3)
* Double-click the “RTI” folder. (1.4)
* Double-click the grade’s spreadsheet in which you need to enter an average. (1.5)

Operating the Spreadsheet

* Place the cursor on the current month’s tab at the bottom of the screen. (2.1)
* Click the left mouse button to change to that month’s page. (2.2)
* Place the cursor in the box where your subject area’s highlighted column intersects the student’s row. (3.1)
* Left-click the mouse to place a text cursor in the box. (3.2)
* Key in the student’s average. (3.3)
* Type interventions you have already used into the box to the right of the average. (4)

Saving or Closing the Spreadsheet

* Decide if the additions to the spreadsheet are accurate and correctly entered. (5)

If yes . . .

* Place the cursor on the floppy disc icon at the top left corner of the screen. (6.1)
* Left-click the mouse to save the changes to the spreadsheet. (6.2)

If no . . .

* Place the cursor on the X at the top right corner of the screen. (7.1)
* Left-click the mouse to close the program. (7.2)
* When asked if you want to save changes, click the “No” button. (7.3)